

Create & Approve Base Schedules (Time Administrators)

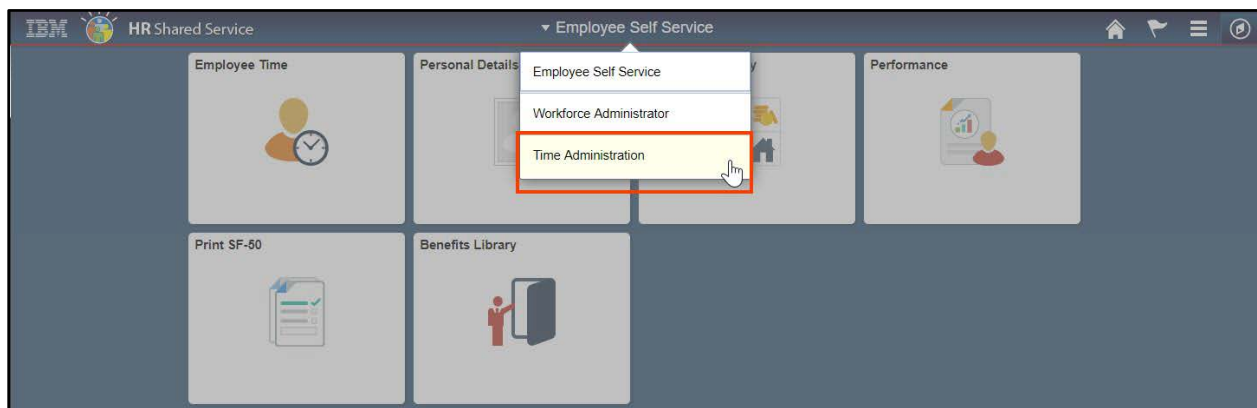
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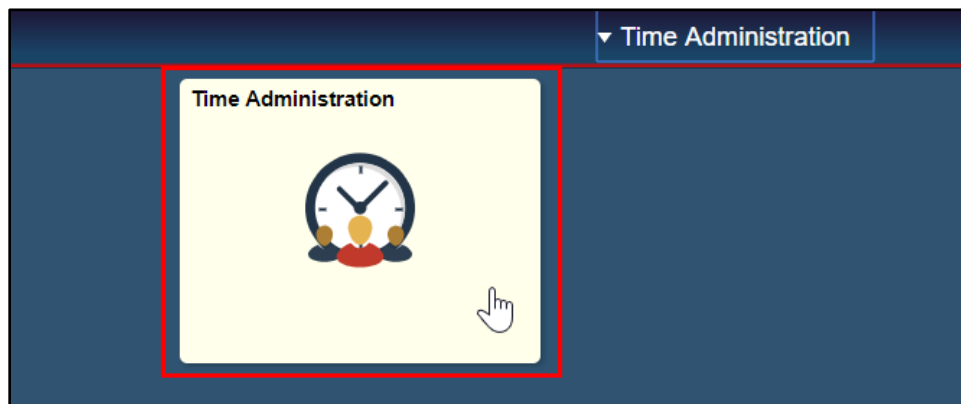
Create a Base Schedule for an Employee (as Time Administrator)

Changes to an employee's normal work schedule should be approved prior to the change occurring. Unanticipated changes should be approved as soon as possible.

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
 - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.



- a. *It might take a moment for the Time Administration page to load.*



3. Choose the **Assign Employee Schedule** tab from the left menu.
 - a. To collapse the left menu, click the collapse icon.

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Report Time

Timesheet Summary

Employee Selection

Change View

*View By: Calendar Period

Date: 09/16/2018

Show Schedule Information

Previous Period

Next Period

Employees For Turner Craig, Time Needing Approval From 09/16/2018 - 09/29/2018

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
Abbott	Janet	00000483	Program Analyst	0.0	0.0	80.0			0.0	0.0
Abbott	Ruby	00000760	IT Specialist (CUSTSPT)	0.0	0.0	80.0			0.0	0.0
Avarez	Kadyn	00000093	Realty Officer	0.0	0.0	80.0			0.0	0.0
Andrade	Zander	00000794	Preservation Specialist	0.0	0.0	80.0			0.0	0.0
Aqua	Julie	00000044	Realty Services Officer	0.0	0.0	80.0			0.0	0.0
Ayala	Brielle	00000096	Building Manager	0.0	0.0	80.0			0.0	0.0
Barrera	Lexi	00000732	Site Acquisition and Relocatio	0.0	0.0	80.0			0.0	0.0
Barry	Wendy	00000831	Contract Specialist	0.0	0.0	80.0			0.0	0.0
Barton	Maia	00000073	Budget Analyst	0.0	0.0	80.0			0.0	0.0
Bautista	Fernanda	00000793	IT Specialist (CUSTSPT)	0.0	0.0	80.0			0.0	0.0
Baxter	Cadence	00000095	IT Specialist (NETWORK)(SYSANA	0.0	0.0	80.0			0.0	0.0
Beasley	Harley	00000810	Portfolio Officer	0.0	0.0	80.0			0.0	0.0
Beasley	Miah	00000091	Pipefitter Leader	0.0	0.0	80.0			0.0	0.0
Berner	Marlow	00000768	Data Analyst/ Specialist	0.0	0.0	80.0			0.0	0.0

3. Enter **Search Criteria** for the employee whose base schedule you are creating.
 - a. If you do not enter search criteria and simply click Search, all of your employees will appear in the Search Results section.
4. Select **Search**.

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Assign Employee Schedules

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with

Empl Record: =

Name: begins with

Last Name: begins with

Business Unit: begins with

Department: begins with

Organizational Relationship: =

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

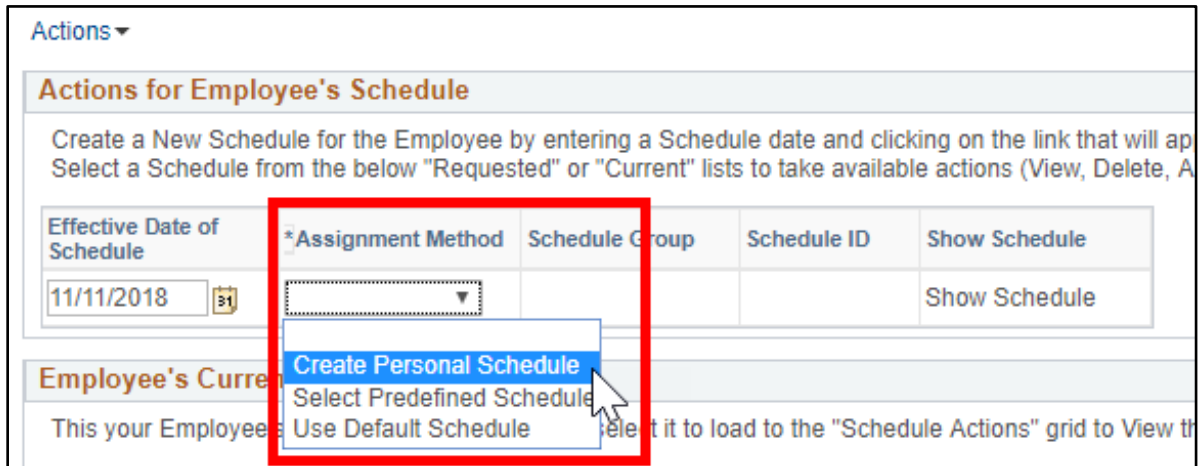


- If you did not enter search criteria and simply selected **Search**, choose the employee's name from those listed.

Empl ID	Empl Record Name	Last Name	Business Unit	Department	Organizational Relationship
00000002 0	Kimora Mccarty	MCCARTY	GSA01	7QSBM	Emp
00000003 0	Joy Nash	NASH	GSA01	D1W	Emp
00000004 0	Brendon Ortiz	ORTIZ	GSA01	CP1R	Emp
00000005 0	Madysen Hahn	HAHN	GSA01	6P2CTD	Emp
00000006 0	Gerardo Shea	SHEA	GSA01	ICSF	Emp
00000007 0	Catalina Garcia	GARCIA	GSA01	IPO	Emp
00000008 0	Carlee Pratt	PRATT	GSA01	1PZB	Emp
00000009 0	Jalen Holloway	HOLLOWAY	GSA01	10PQD	Emp
00000010 0	Cade Johnson	JOHNSON	GSA01	QRCA	Emp
00000011 0	Darrell Guzman	GUZMAN	GSA01	9PF	Emp
00000012 0	Raphael Mccoy	MCCOY	GSA01	2PRR	Emp
00000013 0	Leyla Boyle	BOYLE	GSA01	9PQ	Emp
00000014 0	Carmen Wheeler	WHEELER	GSA01	H1B	Emp
00000015 0	Landin Moss	MOSS	GSA01	9PLN	Emp
00000016 0	Eli Pope	POPE	GSA01	7PSWS	Emp
00000017 0	Sam Santiago	SANTIAGO	GSA01	QV0EA	Emp
00000018 0	Antony Hendricks	HENDRICKS	GSA01	WPXSA	Emp
00000019 0	Marie Peterson	PETERSON	GSA01	WPM1A	Emp
00000020 0	Turner Craig	CRAIG	GSA01	ICCB	Emp
00000021 0	Kira Payne	PAYNE	GSA01	M1V1CA	Emp
00000022 0	Maren Price	PRICE	GSA01	BR4R	Emp
00000023 0	Maya Rogers	ROGERS	GSA01	D1SB	Emp
00000024 0	Gracelyn Powell	POWELL	GSA01	M1AA	Emp
00000025 0	Dean Brennan	BRENNAN	GSA01	WPM1C	Emp
00000026 0	Gideon Perez	PEREZ	GSA01	QT2HA	Emp
00000027 0	Craig Simmons	SIMMONS	GSA01	2QSBG	Emp
00000028 0	Dillon Cochran	COCHRAN	GSA01	M1V1AC	Emp
00000029 0	Laurnyn Hobbs	HOBBS	GSA02	JPB	Emp
00000030 0	King Love	LOVE	GSA01	8PRB	Emp
00000031 0	Kylie Dominguez	DOMINGUEZ	GSA01	6P1SEWA	Emp
00000032 0	Itzel Oconnell	OCONNELL	GSA01	3PXD	Emp
00000033 0	Haylee Mccarty	MCCARTY	GSA01	IDIST	Emp

- From the employee's Assign Work Schedule page, select the calendar icon in the **Effective Date of Schedule** field.
- Choose a date from the calendar. As a reminder, **you as a Time Administrator are the only one who can create a base schedule with a date in the past.**
 - When you enter the Effective Date, the system automatically changes the date to a Pay Period start date.

8. Select the **Create Personal Schedule** option from the Assignment Method drop-down menu. The Schedule Group and Schedule ID will automatically populate.



Actions for Employee's Schedule

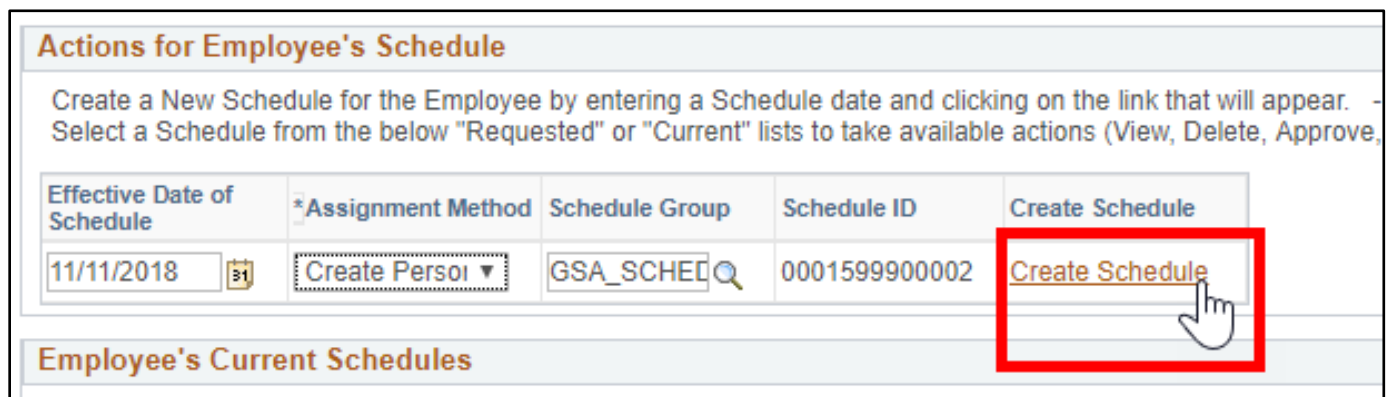
Create a New Schedule for the Employee by entering a Schedule date and clicking on the link that will appear. Select a Schedule from the below "Requested" or "Current" lists to take available actions (View, Delete, Approve, etc.).

Effective Date of Schedule	*Assignment Method	Schedule Group	Schedule ID	Show Schedule
11/11/2018	▼			Show Schedule

Employee's Current Schedules

This your Employees' Current Schedules. Select it to load to the "Schedule Actions" grid to View the details.

9. Select the **Create Schedule** hyperlink.



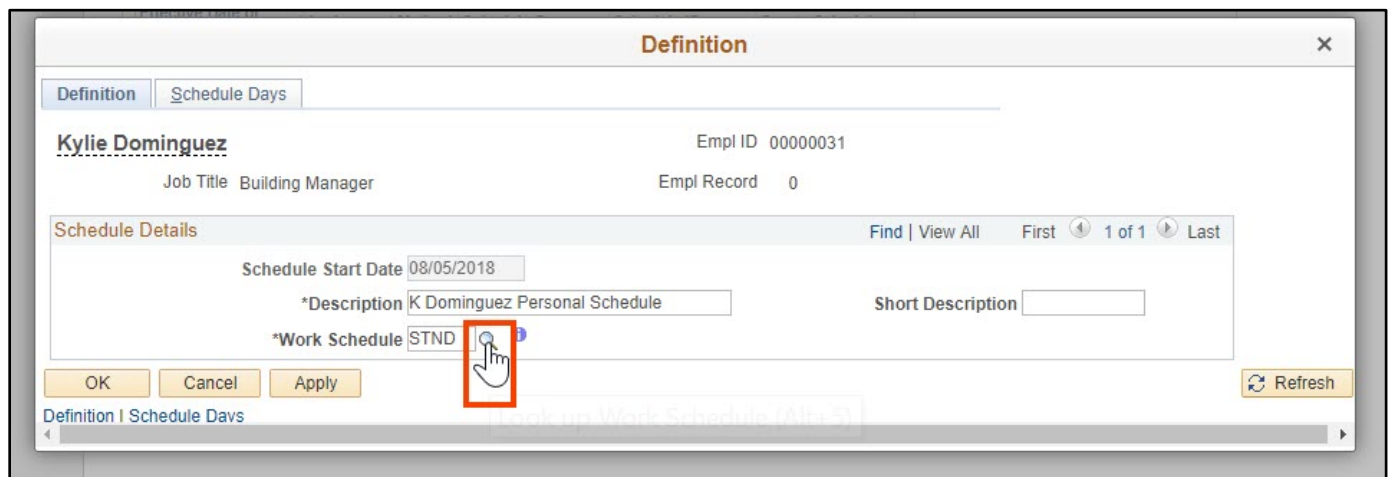
Actions for Employee's Schedule

Create a New Schedule for the Employee by entering a Schedule date and clicking on the link that will appear. Select a Schedule from the below "Requested" or "Current" lists to take available actions (View, Delete, Approve, etc.).

Effective Date of Schedule	*Assignment Method	Schedule Group	Schedule ID	Create Schedule
11/11/2018	Create Personal ▼	GSA_SCHED	0001599900002	Create Schedule

Employee's Current Schedules

10. Select the **Work Schedule** magnifying glass icon in the Schedule Details section.



Definition

Definition | Schedule Days

Kylie Dominguez Empl ID 00000031
Job Title Building Manager Empl Record 0

Schedule Details Find | View All First 1 of 1 Last

Schedule Start Date 08/05/2018

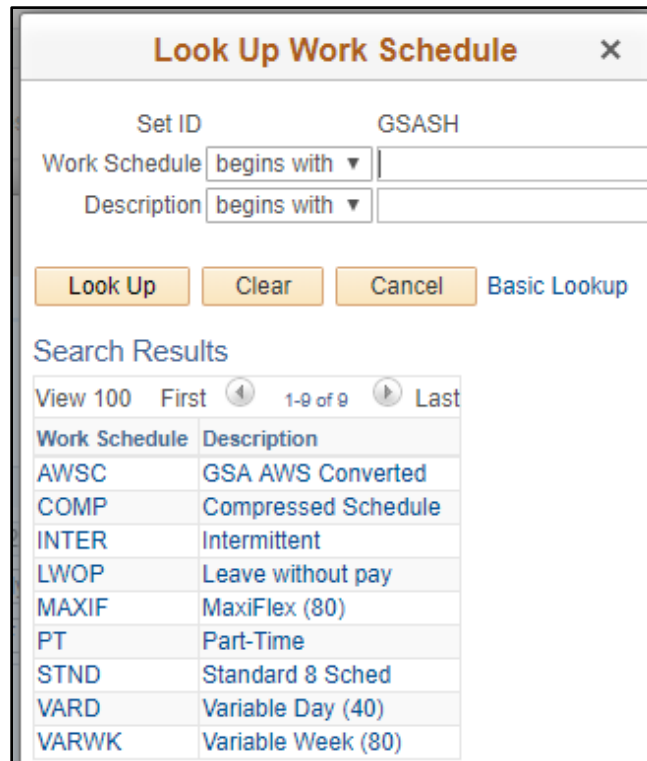
*Description K Dominguez Personal Schedule Short Description

*Work Schedule STND

OK Cancel Apply Refresh

Definition | Schedule Days

11. A pop-up window will open with a list of possible work schedules. Select the appropriate **Work Schedule**. Check out [this document](#) to find out more about HR Links Work Schedules and which one is right for the employee.
 - a. *Be sure to change the work schedule from the default AWSC to an appropriate schedule that meets the employee's needs. AWSC is a temporary code that should not be selected as an employee's long-term work schedule.*



Look Up Work Schedule

Set ID: GSASH

Work Schedule: begins with []

Description: begins with []

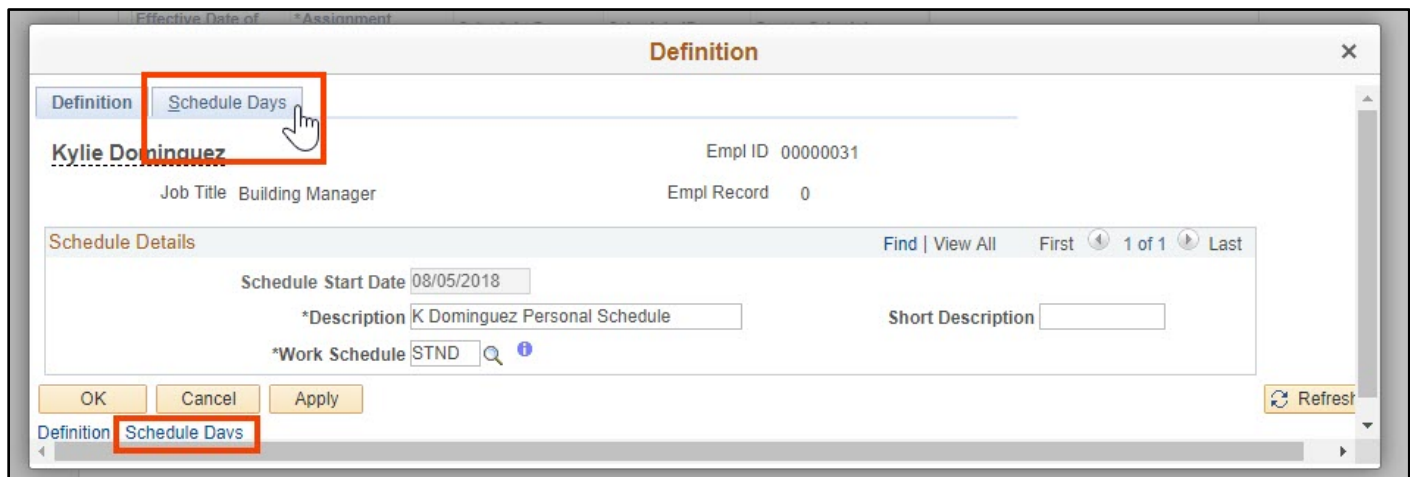
Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 First 1-9 of 9 Last

Work Schedule	Description
AWSC	GSA AWS Converted
COMP	Compressed Schedule
INTER	Intermittent
LWOP	Leave without pay
MAXIF	MaxiFlex (80)
PT	Part-Time
STND	Standard 8 Sched
VARD	Variable Day (40)
VARWK	Variable Week (80)

12. Once you choose the appropriate work schedule, select **Schedule Days** (via the Schedule Days tab or Schedule Days hyperlink).



Definition

Definition: Schedule Days

Kylie Dominguez Empl ID 00000031

Job Title Building Manager Empl Record 0

Schedule Details Find | View All First 1 of 1 Last

Schedule Start Date 08/05/2018

*Description K Dominguez Personal Schedule

*Work Schedule STND

Short Description []

Buttons: OK, Cancel, Apply, Refresh

Definition: Schedule Days



13. A window will appear, where you can adjust the schedule by indicating the scheduled working hours for each day, which days are “Off Days,” the time reporting code (Ex: 001 – Regular Time), the additional time reporting code (ex: 092 - Telework-Long-Term) and the labor and task code, if applicable.

- a. *Not all organizations need to include labor and task codes. However, if you are a part of Public Building Services (PBS), you are required to include labor and task codes on your timesheet.*

Example of a Compressed Schedule (5/4/9)

Shift Details								Personalize Find		First	1-14 of
Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code				
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00								
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	8.00	001-Regular Time ▼	092						
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	9.00	001-Regular Time ▼	092						
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	9.00	001-Regular Time ▼							
<input type="checkbox"/>	(05) Week 1 - Thursday	<input type="checkbox"/>	9.00	001-Regular Time ▼	092						
<input type="checkbox"/>	(06) Week 1 - Friday	<input type="checkbox"/>	9.00	001-Regular Time ▼	092						
<input type="checkbox"/>	(07) Week 1 - Saturday	<input checked="" type="checkbox"/>	0.00								
<input type="checkbox"/>	(08) Week 2 - Sunday	<input checked="" type="checkbox"/>	0.00								
<input type="checkbox"/>	(09) Week 2 - Monday	<input type="checkbox"/>	9.00	001-Regular Time ▼							
<input type="checkbox"/>	(10) Week 2 - Tuesday	<input type="checkbox"/>	9.00	001-Regular Time ▼	092						
<input type="checkbox"/>	(11) Week 2 - Wednesday	<input type="checkbox"/>	9.00	001-Regular Time ▼							
<input type="checkbox"/>	(12) Week 2 - Thursday	<input type="checkbox"/>	9.00	001-Regular Time ▼	092						
<input type="checkbox"/>	(13) Week 2 - Friday	<input checked="" type="checkbox"/>	0.00								
<input type="checkbox"/>	(14) Week 2 - Saturday	<input checked="" type="checkbox"/>	0.00								



Example of a Leave Without Pay (LWOP) Schedule

Shift Details							Personalize Find
Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00				
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	0.00	001-Regular Time	<input type="text"/>		
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	0.00	001-Regular Time	<input type="text"/>		
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	0.00	001-Regular Time	<input type="text"/>		
<input type="checkbox"/>	(05) Week 1 - Thursday	<input type="checkbox"/>	0.00	001-Regular Time	<input type="text"/>		
<input type="checkbox"/>	(06) Week 1 - Friday	<input type="checkbox"/>	0.00	001-Regular Time	<input type="text"/>		
<input type="checkbox"/>	(07) Week 1 - Saturday	<input checked="" type="checkbox"/>	0.00				
<input type="checkbox"/>	(08) Week 2 - Sunday	<input checked="" type="checkbox"/>	0.00				
<input type="checkbox"/>	(09) Week 2 - Monday	<input type="checkbox"/>	0.00	001-Regular Time	<input type="text"/>		
<input type="checkbox"/>	(10) Week 2 - Tuesday	<input type="checkbox"/>	0.00	001-Regular Time	<input type="text"/>		
<input type="checkbox"/>	(11) Week 2 - Wednesday	<input type="checkbox"/>	0.00	001-Regular Time	<input type="text"/>		
<input type="checkbox"/>	(12) Week 2 - Thursday	<input type="checkbox"/>	0.00	001-Regular Time	<input type="text"/>		
<input type="checkbox"/>	(13) Week 2 - Friday	<input type="checkbox"/>	0.00	001-Regular Time	<input type="text"/>		
<input type="checkbox"/>	(14) Week 2 - Saturday	<input checked="" type="checkbox"/>	0.00				

Working with Shift Details

Example of a Part-Time Schedule with Labor and Task Codes

Shift Details								Personalize Find	First 1-14 of 14 Last
Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code		
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00						
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	8.00	001-Regular Time	092	07-07-001	C025		
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	8.00	001-Regular Time	092	07-07-001	C025		
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input checked="" type="checkbox"/>	0.00						
<input type="checkbox"/>	(05) Week 1 - Thursday	<input checked="" type="checkbox"/>	0.00						
<input type="checkbox"/>	(06) Week 1 - Friday	<input checked="" type="checkbox"/>	0.00						
<input type="checkbox"/>	(07) Week 1 - Saturday	<input checked="" type="checkbox"/>	0.00						

- b. Additional rows can be added for Labor/Task Codes by clicking the **plus sign (+)** on the far right side of the row.

Shift Details								Personalize Find	First 1-16 of 16 Last
Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code		
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00						
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	8.00	001-Regular Time		07-07-001	C025		
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	8.00	020-2nd Shift Night Diff		07-07-001	C025		
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	8.00	001-Regular Time		07-07-001	C025		
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	8.00	020-2nd Shift Night Diff		07-07-001	C025		
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	8.00	001-Regular Time		07-07-001	C025		



c. To add a Labor Code, select the magnifying glass to the right of the field.

Shift Details

Personalize | Find | |

First 1-14 of 14 Last

Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code	
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00					
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	4.00	001-Regular Time	092	07-07-001	C025	
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	4.00	001-Regular Time	092			
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	8.00	001-Regular Time	092	07-07-001	7-07-001	
<input type="checkbox"/>	(05) Week 1 - Thursday	<input type="checkbox"/>	0.00					

d. The **Look Up Labor Code** screen will appear with a list of labor codes from which you can choose.

Look Up Labor Code

TaskgroupGSAGM&A

Labor Codebegins with

Long Descriptionbegins with

Descriptionbegins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100

Labor Code	Long Description
06-01-001	Manage Federal Information Services to Citizens [06-01-001]
06-02-001	Manage Intergovernmental Communications [06-02-001]
06-02-002	Manage FOIA Requests [06-02-002]
07-01-001	Provide Leadership and Oversight [07-01-001]
07-01-002	Develop and Manage Policies and Directives [07-01-002]
07-01-003	Manage Regional Operations [07-01-003]
07-01-004	Manage Agency Communications [07-01-004]
07-01-005	Manage Congressional Affairs [07-01-005]
07-01-006	Manage Legislative Affairs [07-01-006]
07-01-007	Manage Intergovernmental Affairs [07-01-007]

e. Once the Labor Code is selected, you can select a Task Code by completing the same steps.

Shift Details							Personalize Find			First 1-14 of 14 Last	
Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code				
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00								
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	4.00	001-Regular Time	092	07-07-001	C025				
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	4.00	001-Regular Time	092	07-01-003					
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	8.00	001-Regular Time	092	07-07-001	C025				



14. Once you have made the appropriate changes to the schedule, select **Apply** and then **OK** at the bottom of the screen.

<input type="checkbox"/>	(07) Week 1 - Saturday	<input checked="" type="checkbox"/>	0.00
<input type="checkbox"/>	(08) Week 2 - Sunday	<input checked="" type="checkbox"/>	0.00
<input type="checkbox"/>	(09) Week 2 - Monday	<input type="checkbox"/>	8.00
<input type="checkbox"/>	(10) Week 2 - Tuesday	<input type="checkbox"/>	8.00
<input type="checkbox"/>	(11) Week 2 - Wednesday	<input type="checkbox"/>	8.00
<input type="checkbox"/>	(12) Week 2 - Thursday	<input type="checkbox"/>	8.00
<input type="checkbox"/>	(13) Week 2 - Friday	<input type="checkbox"/>	8.00
<input type="checkbox"/>	(14) Week 2 - Saturday	<input checked="" type="checkbox"/>	0.00

Working with Shift Details

☒ Select All ☐ Deselect All

Instructions

OK **Cancel** **Apply**

15. The schedule will appear under the **Employee's Current Schedules** section if it is for a current or future pay period. If it is for a past pay period, it will be located in the **View history of Schedule Assignments, including default changes** section.
16. **You have successfully created and approved the base schedule for the employee since you as the time administrator created the base schedule.**

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Assign Work Schedule

Kylie Dominguez

Employee ID 00000031

Employment Record 0

Actions

Actions for Employee's Schedule

Create a New Schedule for the Employee by entering a Schedule date and clicking on the link that will appear. - OR - Select a Schedule from the below "Requested" or "Current" lists to take available actions (View, Delete, Approve, or Deny schedule).

Effective Date of Schedule

Schedule Group

Schedule ID

Employee's Current Schedules

This your Employee's current Schedule. You can select it to load to the "Schedule Actions" grid to View the Schedule.

Select	Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
<input type="checkbox"/>	09/30/2018	Personal Schedule	GSA	0000003100000	K Dominguez Personal Schedule
<input type="checkbox"/>	09/30/2018	Personal Schedule	GSA	0000003100002	K Dominguez Personal Schedule

View history of Schedule Assignments, including default changes

Personalize | Find | First | 1-5 of 5 | Last

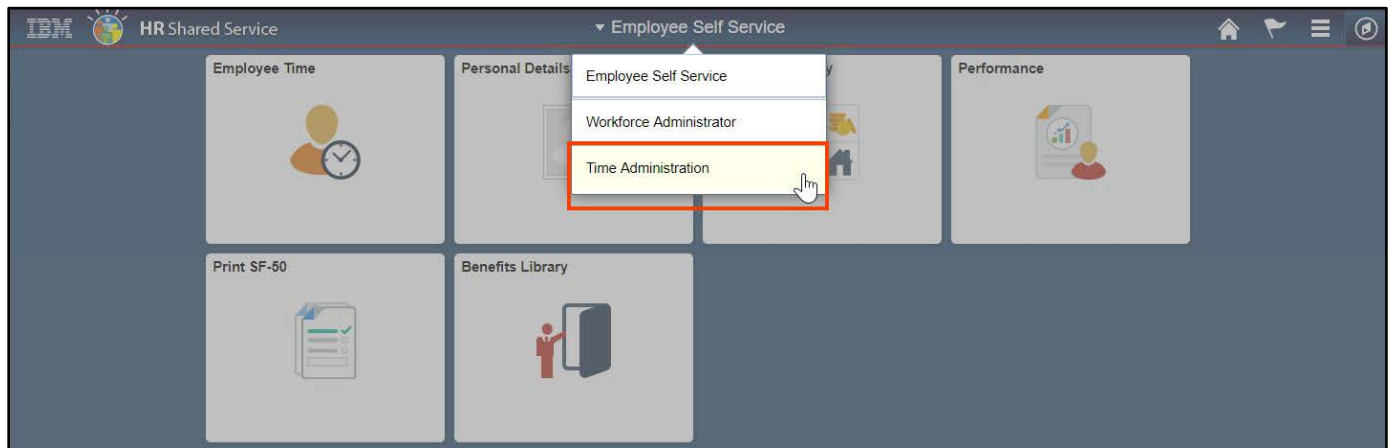
Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
09/30/2018	Personal Schedule	GSA	0000003100002	K Dominguez Personal Schedule
09/02/2018	Personal Schedule	GSA	0000003100000	K Dominguez Personal Schedule
08/05/2018	Personal Schedule	GSA	0000003100001	K Dominguez Personal Schedule
07/08/2018	Personal Schedule	GSA	0000003100003	K Dominguez Personal Schedule
03/18/2018	Predefined Schedule	GSA_SCHED	GSAPBS STD 8x5	GSAPBS Std 8x5

Return to Search Previous in List Next in List

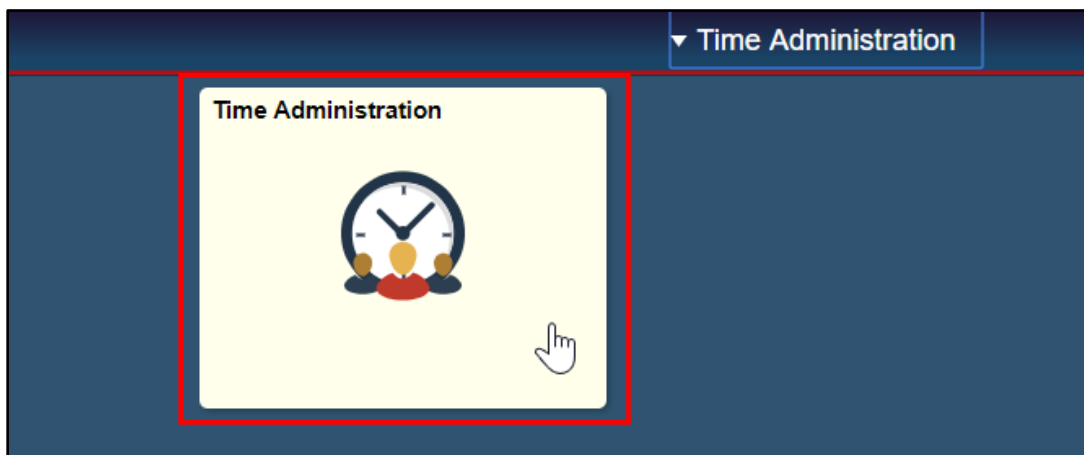
Approve a Base Schedule for an Employee

In this scenario, you are approving a base schedule that an employee has created and submitted for review and approval.

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
 - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.



- a. *It might take a moment for the Time Administration page to load.*



3. Choose the **Assign Employee Schedule** tab from the left menu.
 - a. To collapse the left menu, click the collapse icon.

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

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Timesheet Summary

Employee Selection

Change View

*View By: Calendar Period

Date: 09/16/2018

Show Schedule Information

Previous Period

Next Period

Employees For Turner Craig, Time Needing Approval From 09/16/2018 - 09/29/2018

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
Abbott	Janet	00000483	Program Analyst	0.0	0.0	80.0			0.0	0.0
Abbott	Ruby	00000760	IT Specialist (CUSTSPT)	0.0	0.0	80.0			0.0	0.0
Alvarez	Kadyn	00000093	Realty Officer	0.0	0.0	80.0			0.0	0.0
Andrade	Zander	00000794	Preservation Specialist	0.0	0.0	80.0			0.0	0.0
Aqua	Julie	00000044	Realty Services Officer	0.0	0.0	80.0			0.0	0.0
Ayala	Brielle	00000096	Building Manager	0.0	0.0	80.0			0.0	0.0
Barrera	Lexi	00000732	Site Acquisition and Relocation	0.0	0.0	80.0			0.0	0.0
Barry	Wendy	00000831	Contract Specialist	0.0	0.0	80.0			0.0	0.0
Barton	Maia	00000073	Budget Analyst	0.0	0.0	80.0			0.0	0.0
Bautista	Fernanda	00000793	IT Specialist (CUSTSPT)	0.0	0.0	80.0			0.0	0.0
Baxter	Cadence	00000085	IT Specialist (NETWORK)(SYSANA)	0.0	0.0	80.0			0.0	0.0
Beasley	Harley	00000810	Portfolio Officer	0.0	0.0	80.0			0.0	0.0
Beasley	Miah	00000091	Pipefitter Leader	0.0	0.0	80.0			0.0	0.0
Berner	Marla	00000758	Data Analytics Specialist	0.0	0.0	80.0			0.0	0.0

4. Enter **Search Criteria** for the employee whose base schedule you are approving.
 - a. If you do not enter search criteria and simply click Search, all of your employees will appear in the Search Results section.
5. Select **Search**.

Time Administration

Assign Employee Schedules

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Business Unit begins with

Department begins with

Organizational Relationship =

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria



- If you did not enter search criteria and simply selected **Search**, choose the employee's name from those listed.

The screenshot shows the 'Time Administration' interface. On the left, there is a sidebar with options: 'Report Employee Time', 'Assign Employee Schedule' (highlighted in green), 'Time Administration Analytics', and 'Time Administration Queries'. The main area is titled 'Time Administration' and contains a search bar with 'Organizational Relationship' and a 'Case Sensitive' checkbox. Below the search bar are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section displays a table with columns: 'Empl ID', 'Empl Record Name', 'Last Name', 'Business Unit', 'Department', and 'Organizational Relationship'. The table lists 33 employees. The employee 'Kylie Dominguez' is highlighted with a red box. At the bottom right, there is a small text snippet: 'javascript:submitAction_win0(document.win0, #ICRow29);'.

Empl ID	Empl Record Name	Last Name	Business Unit	Department	Organizational Relationship
00000002 0	Kimora Mccarty	MCCARTY	GSA01	7QSBM	Emp
00000003 0	Joy Nash	NASH	GSA01	D1W	Emp
00000004 0	Brendon Ortiz	ORTIZ	GSA01	CP1R	Emp
00000005 0	Madysen Hahn	HAHN	GSA01	6P2CTD	Emp
00000006 0	Gerardo Shea	SHEA	GSA01	ICSF	Emp
00000007 0	Catalina Garcia	GARCIA	GSA01	IPQ	Emp
00000008 0	Carlee Pratt	PRATT	GSA01	1PZB	Emp
00000009 0	Jalen Holloway	HOLLOWAY	GSA01	10PQD	Emp
00000010 0	Cade Johnson	JOHNSON	GSA01	ORCA	Emp
00000011 0	Darrell Guzman	GUZMAN	GSA01	9PF	Emp
00000012 0	Raphael Mccoy	MCCOY	GSA01	2PRR	Emp
00000013 0	Leyla Boyle	BOYLE	GSA01	9PQ	Emp
00000014 0	Carmen Wheeler	WHEELER	GSA01	H1B	Emp
00000015 0	Landin Moss	MOSS	GSA01	9PLN	Emp
00000016 0	Eli Pope	POPE	GSA01	7PSWS	Emp
00000017 0	Sam Santiago	SANTIAGO	GSA01	QV0EA	Emp
00000018 0	Antony Hendricks	HENDRICKS	GSA01	WPXSA	Emp
00000019 0	Marie Peterson	PETERSON	GSA01	WPM1A	Emp
00000020 0	Turner Craig	CRAIG	GSA01	ICCB	Emp
00000021 0	Kira Payne	PAYNE	GSA01	M1V1CA	Emp
00000022 0	Maren Price	PRICE	GSA01	BR4R	Emp
00000023 0	Maya Rogers	ROGERS	GSA01	D1SB	Emp
00000024 0	Gracelyn Powell	POWELL	GSA01	M1AA	Emp
00000025 0	Dean Brennan	BRENNAN	GSA01	WPM1C	Emp
00000026 0	Gideon Perez	PEREZ	GSA01	QT2HA	Emp
00000027 0	Craig Simmons	SIMMONS	GSA01	2QSBG	Emp
00000028 0	Dillian Cochran	COCHRAN	GSA01	M1V1AC	Emp
00000029 0	Laurny Hobbs	HOBBS	GSA02	JPB	Emp
00000030 0	King Love	LOVE	GSA01	8PRB	Emp
00000031 0	Kylie Dominguez	DOMINGUEZ	GSA01	6P1SEWA	Emp
00000032 0	Itzel Oconor	OCONNELL	GSA01	3FXD	Emp
00000033 0	Haviee McCarthy	MCCARTHY	GSA01	IDIST	Emp

- Select the checkbox next to the schedule you want to review from the **Employee's Requested Schedules** section.

The screenshot shows the 'Time Administration' interface. On the left, there is a sidebar with options: 'Report Employee Time', 'Assign Employee Schedule' (highlighted in green), 'Time Administration Analytics', and 'Time Administration Queries'. The main area is titled 'Time Administration' and contains the 'Assign Work Schedule' section for 'Kylie Dominguez'. The 'Employee ID' is 00000031 and the 'Employment Record' is 0. Below this, there is an 'Actions' section with a table for 'Actions for Employee's Schedule'. The table has columns: 'Effective Date of Schedule', 'View/Edit Selected Schedule', 'Approve', 'Deny', 'Schedule Group', and 'Schedule ID'. The first row shows '10/14/2018' with 'View/Edit Selected Schedule', 'Approve', 'Deny', 'GSA', and '0000003100004'. Below this, there is an 'Employee's Requested Schedules' section. It contains a table with columns: 'Select', 'Effective Date', 'Schedule Group', 'Schedule ID', and 'Description'. The first row shows a checked checkbox, '10/14/2018', 'GSA', '0000003100004', and 'K Dominguez Personal Schedule'. Below this, there is an 'Employee's Current Schedules' section. It contains a table with columns: 'Select', 'Effective Date', 'Assignment Method', 'Schedule Group', 'Schedule ID', and 'Description'. The first row shows an unchecked checkbox, '09/02/2018', 'Personal Schedule', 'GSA', '0000003100000', and 'K Dominguez Personal Schedule'. The second row shows an unchecked checkbox, '09/30/2018', 'Personal Schedule', 'GSA', '0000003100002', and 'K Dominguez Personal Schedule'. At the bottom, there is a 'View history of Schedule Assignments, including default changes' section and a 'Requested Status Workflow Monitor' section. The 'Requested Status Workflow Monitor' section shows 'Stage 1' with 'EMPLID=00000031, EMPL_RCD=0, EFFDT=2018-10-14, SEQNUM=1:Pending'. Below this, there is a 'Path 1' section with 'Pending' and 'Training GSA Supervisor 3 TLByPosnSupervisor'.

Effective Date of Schedule	View/Edit Selected Schedule	Approve	Deny	Schedule Group	Schedule ID
10/14/2018	View/Edit Selected Schedule	Approve	Deny	GSA	0000003100004

Select	Effective Date	Schedule Group	Schedule ID	Description
<input checked="" type="checkbox"/>	10/14/2018	GSA	0000003100004	K Dominguez Personal Schedule

Select	Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
<input type="checkbox"/>	09/02/2018	Personal Schedule	GSA	0000003100000	K Dominguez Personal Schedule
<input type="checkbox"/>	09/30/2018	Personal Schedule	GSA	0000003100002	K Dominguez Personal Schedule



- When the checkbox is selected, the schedule will appear in the **Actions for Employee's Schedule** section at the top of the page. Choose **View/Edit Selected Schedule** to review the requested schedule.

Assign Work Schedule
Kylie Dominguez Employee ID 00000031
Employment Record 0

Actions ▾

Actions for Employee's Schedule

Create a New Schedule for the Employee by entering a Schedule date and clicking on the link that will appear. - OR -
Select a Schedule from the below "Requested" or "Current" lists to take available actions (View, Delete, Approve, or Deny schedule).

Effective Date of Schedule	View/Edit Selected Schedule	Approve	Deny	Schedule Group	Schedule ID
10/14/2018	View/Edit Selected Schedule	Approve	Deny	GSA	0000003100004

Employee's Requested Schedules Request New Schedule

These are your Employee's pending Requested Schedules. You can select one to load it to the "Actions" grid to View, Approve, or Deny the Requested Schedule.

Select	Effective Date	Schedule Group	Schedule ID	Description
<input checked="" type="checkbox"/>	10/14/2018	GSA	0000003100004	K Dominguez Personal Schedule

Employee's Current Schedules

- Select the **Schedule Days** tab or hyperlink to review the base schedule and the work schedule type.

Definition

Definition | [Schedule Days](#)

Kylie Dominguez Empl ID 00000031
Job Title Building Manager Empl Record 0

Schedule Details Find | View All First 1 of 1 Last

Schedule Start Date 10/14/2018

*Description K Dominguez Personal Schedule Short Description K Domingue

*Work Schedule COMP

OK Cancel Apply Refres

Definition | [Schedule Days](#)



10. If you make corrections or changes to the base schedule, select **Apply** and then **OK** to save those changes.

Definition

Schedule Details

Effective Date: 10/14/2018
Description: K Dominguez Personal Schedule
Total Hours: 80.00

Shift Details

Select	Day of Period	Off Day	Sched Hrs	Time Reporting Code	Additional TRC	Labor Code	Task Code
<input type="checkbox"/>	(01) Week 1 - Sunday	<input checked="" type="checkbox"/>	0.00				
<input type="checkbox"/>	(02) Week 1 - Monday	<input type="checkbox"/>	8.00	001 - 001-Regular Time			
<input type="checkbox"/>	(03) Week 1 - Tuesday	<input type="checkbox"/>	8.00	001 - 001-Regular Time			
<input type="checkbox"/>	(04) Week 1 - Wednesday	<input type="checkbox"/>	8.00	001 - 001-Regular Time			
<input type="checkbox"/>	(05) Week 1 - Thursday	<input type="checkbox"/>	8.00	001 - 001-Regular Time			
<input type="checkbox"/>	(06) Week 1 - Friday	<input type="checkbox"/>	8.00	001 - 001-Regular Time			
<input type="checkbox"/>	(07) Week 1 - Saturday	<input checked="" type="checkbox"/>	0.00				
<input type="checkbox"/>	(08) Week 2 - Sunday	<input checked="" type="checkbox"/>	0.00				
<input type="checkbox"/>	(09) Week 2 - Monday	<input type="checkbox"/>	8.00	001 - 001-Regular Time			
<input type="checkbox"/>	(10) Week 2 - Tuesday	<input type="checkbox"/>	8.00	001 - 001-Regular Time			
<input type="checkbox"/>	(11) Week 2 - Wednesday	<input type="checkbox"/>	8.00	001 - 001-Regular Time			
<input type="checkbox"/>	(12) Week 2 - Thursday	<input type="checkbox"/>	8.00	001 - 001-Regular Time			
<input type="checkbox"/>	(13) Week 2 - Friday	<input type="checkbox"/>	8.00	001 - 001-Regular Time			
<input type="checkbox"/>	(14) Week 2 - Saturday	<input checked="" type="checkbox"/>	0.00				

Working with Shift Details

☒ Select All ☐ Deselect All

11. Once you return to the Assign Work Schedule page, choose to either **Approve** or **Deny** the requested schedule.

Time Administration

Assign Work Schedule

Kylie Dominguez

Employee ID: 00000031
Employment Record: 0

Actions

Actions for Employee's Schedule

Create a New Schedule for the Employee by entering a Schedule date and clicking on the link that will appear. - OR - Select a Schedule from the below "Requested" or "Current" lists to take available actions (View, Delete, Approve, or Deny schedule).

Effective Date of Schedule	View/Edit Selected Schedule	Approve	Deny	Schedule Group	Schedule ID
10/14/2018	View/Edit Selected Schedule	<input type="button" value="Approve"/>	<input type="button" value="Deny"/>	GSA	0000003100004

Employee's Requested Schedules

These are your Employee's pending Requested Schedules. You can select one to load it to the "Actions" grid to View, Approve, or Deny the Requested Schedule.

Select	Effective Date	Schedule Group	Schedule ID	Description
<input checked="" type="checkbox"/>	10/14/2018	GSA	0000003100004	K Dominguez Personal Schedule

Employee's Current Schedules

This is your Employee's current Schedule. You can select it to load to the "Schedule Actions" grid to View the Schedule.

Select	Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
<input type="checkbox"/>	09/02/2018	Personal Schedule	GSA	0000003100000	K Dominguez Personal Schedule
<input type="checkbox"/>	09/30/2018	Personal Schedule	GSA	0000003100002	K Dominguez Personal Schedule

[View history of Schedule Assignments, including default changes](#)

Requested Status Workflow Monitor

Stage 1

EMPLID=00000031, EMPL_RCD=0, EFFDT=2018-10-14, SEQNUM=1: Pending

Path 1

Pending



12. If approved, the schedule will appear in the **Employee's Current Schedules** section. If it is for a past pay period, it will be located in the **View history of Schedule Assignments, including default changes** section. **You have successfully approved the employee's base work schedule.**

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Time Administration

Assign Work Schedule

Kylie Dominguez

Employee ID 00000031

Employment Record 0

Actions

Actions for Employee's Schedule

Create a New Schedule for the Employee by entering a Schedule date and clicking on the link that will appear. - OR - Select a Schedule from the below "Requested" or "Current" lists to take available actions (View, Delete, Approve, or Deny schedule).

Effective Date of Schedule

Schedule Group

Schedule ID

Employee's Current Schedules

This your Employee's current Schedule. You can select it to load to the "Schedule Actions" grid to View the Schedule.

Select	Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	
<input type="checkbox"/>	09/02/2018	Personal Schedule	GSA	0000003100000	K Dominguez Personal Schedule	-
<input type="checkbox"/>	09/30/2018	Personal Schedule	GSA	0000003100002	K Dominguez Personal Schedule	-
<input type="checkbox"/>	10/14/2018	Personal Schedule	GSA	0000003100004	K Dominguez Personal Schedule	-

View history of Schedule Assignments, including default changes

Return to Search